

**December 21, 2015**

**JOB VACANCY ANNOUNCEMENT  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS  
222 N. LaSalle Street, 13<sup>th</sup> Floor  
Chicago, IL 60601**

<b>POSITION:</b>	Attorney: Self-Represented Litigant Services Specialist
<b>DIVISION:</b>	Civil Justice Division – Chicago
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>SALARY:</b>	Grade 80, range starting \$52,464, but commensurate with experience
<b>REPORTING RELATIONSHIP:</b>	Assistant Director – Civil Justice Division

**PURPOSE**

This non-supervisory, professional position is responsible for identifying and recommending strategies for the Judicial Branch to address the growing numbers of people without lawyers coming to court across Illinois. The Self-Represented Litigant Services Specialist provides, facilitates and coordinates statewide court-based best practices and the promotion of meaningful access to the Illinois courts to meet the growing needs of self-represented litigants. This position will work closely with all Illinois courts, external stakeholders and the Illinois Supreme Court's Commission on Access to Justice.

**ESSENTIAL DUTIES**

- Identifies and analyzes best practices in Illinois and nationally of court-based programs and services that promote meaningful access to the courts for self-represented litigants.
- Communicates and builds relationships with collaborative partners and key stakeholders (including legal aid and pro bono programs, national, state and local bar associations, other legal organizations and others providing services to Illinois' low income and vulnerable populations).
- Identifies, develops, evaluates and promotes programs, policies and training to assist self-represented litigants, including the expanded use of court-based navigators and facilitators, as well as guidelines and assists in the design of training programs for judges, circuit clerks and court staff to help them manage the needs of self-represented litigants in a consistent and appropriate manner.
- Researches policy issues and prepares memorandum and reports.
- In consultation with the Assistant Director, serves as a liaison to the Illinois Supreme Court's Commission on Access to Justice (ATJ) and its various subcommittees.
- In consultation with the Assistant Director, manages AOIC website citizen self-help content.
- Acts as a resource to chief judges, presiding judges, and court administrators in addressing self-represented litigation issues.
- Functions as a liaison, as needed, for self-represented litigation advisory committees and national organizations.

- Collects data and prepares statistical and informational reports measuring court-based programs, policies and trainings that assist self-represented litigants as to their effectiveness.
- Performs other duties as assigned.

## **SELECTION FACTORS**

- Knowledge of the principles and practices of court management and operations.
- Skills in program development, implementation, and evaluation.
- Proficiency with Microsoft Office products, including PowerPoint, Excel and Access.
- Knowledge of the principles and techniques of short-term and long-range project management.
- Strong written and oral communication skills.
- Strong organizational and interpersonal skills.
- Use of independent judgment within established practice and procedural guidelines.
- Ability to collect data and prepare statistical and informational reports.
- Ability to coordinate with councils, committees, state agencies and other organizations.
- Must have a valid Illinois drivers' license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

## **EXPERIENCE AND EDUCATION REQUIREMENTS**

**Minimum:** J.D. with a minimum of two (2) to four (4) years' experience.

**Preferred:** Civil legal aid experience, significant pro bono experience, court administration or public administration—with project management experience.

## **PHYSICAL REQUIREMENTS**

- Ability to sit for extended time periods.
- Normal office working environment requiring telephone usage and ability to process written documents.
- Travel within Illinois required.

**Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:**

Administrative Office of the Illinois Courts  
 Attention: Human Resource Unit, # 4700  
 3101 Old Jacksonville Road  
 Springfield, IL 62704  
[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until filled. However, those persons submitting materials by January 6, 2016 will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**